



rising for domestic peace

Job Announcement October 2017

Domestic Violence Housing Advocate - Relief

Job Title	Relief Shelter Advocate
Reports to	Housing Program Manager
Location	Kent, WA
Salary Range	DOE
Exempt or Non-Exempt	Non-Exempt
Posting Date	10/24/17

DAWN is a comprehensive provider of domestic violence services, including Emergency Confidential Shelter, a 24-hour Crisis and Advocacy Line, and Community Advocacy including Legal and Immigrant Rights, Mental Health, Support Groups and one-on-one support. Dawn shelters and empowers survivors of domestic abuse. Dawn helps communities rise for peace by providing education to respond to and prevent violence. We envision a community that commits to the belief that violence is preventable and takes shared responsibility and united action to create a more peaceful place to live for all of us.

Overview of Position

DAWN's Emergency Shelter Program provides short-term confidential Housing, Advocacy and Support services to domestic violence survivors and their children. This position serves as the relief advocate for clients in emergency housing and works on the Crisis and Advocacy Line. In a relief position, the employee provides short-term relief of full-time, part-time, or term employees. Hours are typically assigned on a casual/call-in basis.

Job Responsibilities

Description of major job responsibilities

- Coordinate advocacy needs, information and referral services for residents
- Provide information and education to understand the dynamics of domestic violence
- Provide crisis intervention and empowerment based advocacy via the Crisis and Advocacy Line
- Record relevant client demographics, service type and referrals in Salesforce and HMIS in a timely manner
- Present the agency and programs in a positive light to clients, volunteers, funders and the community
- Participate in shelter facility upkeep
- Update and maintain information on Agency computer systems and in archives.
- Enter agency data monthly into database meeting specific deadlines.

Qualifications

Physical Requirements:

- Ability to sit, walk, stand, bend, kneel, and twist on an intermittent basis including answering the front door.
- Ability to grasp, push, pull objects such as files and reach overhead.
- Ability to lift 30 lbs (usually supplies, groceries, small boxes).
- Ability to properly operate all safety and security systems, which may include intrusion alarm, automated gates, door locks and key card systems.
- Ability to conduct visual inspections of the workplace on a continuous basis, through direct observation, walking inspections and the use of video monitors.

Preferred Qualifications:

- A strong commitment to DAWN's mission and values
- Two + years of direct human services experience including one + year working with domestic violence survivors
- Skilled in working with sensitive issues and commitment to respecting the confidential nature of the programs
- Proven ability to work effectively with diverse staff, clients and volunteers
- Demonstrated ability to work comfortably as a team member and contribute positively to workplace
- Demonstrated problem-solving approach to concerns and challenges
- Proficiency in data collection and reporting
- Strong written and oral communication skills
- Strong time management and organizational skills
- Provide own transportation; possess a valid Washington State driver's license, proof of auto insurance and a positive driving record
- Ability to pass a Washington State Patrol background check – required for employment
- Twenty hours of recent Domestic Violence Training preferred
- Current CPR/First Aid and HIV/AIDS training preferred or able to secure within one month of employment.

To Apply

This position is open until filled. To apply, please submit your resume and cover letter to info@dawnrising.org with the subject Relief Shelter Advocate in the subject line. **Please note:** applications not accompanied by both a cover letter and resume will not be considered.

DAWN is an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, gender identity, sexual orientation, or any protected status.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.